

Electronic Official Personnel Folder (eOPF)

Your electronic Official Personnel Folder (eOPF) will be available to the Promotion Board for review. The eOPF includes documents such as your Commissioned Officers' Effectiveness Reports (COERs), Promotion Information Report (PIR), Curriculum Vitae (CV), license and certifications, and educational information. **Please review your eOPF for accuracy as soon as possible!** Requests for corrections may be sent to OCCO at phsopffix@hhs.gov.

To ensure documents are included in your eOPF for promotion board review, you must fax materials to OCCO to **either one** of the following eOPF fax numbers **no later than the deadline on the Promotion Checklist (go to checklist):**

Fax: 301-480-1436 or 301-480-1407

The faxed documents enter an electronic workflow (no paper copies are produced). Thus, the resulting images are only as good as the fax machine used to submit the documents (streaks, crooked pages, etc., originate with the officer's machine). **Documents with various shades of contrast, highlighter marking, etc., do not fax well and cannot be read.** OCCO relies on each officer to serve as the "quality assurance" check for his/her own eOPF. Officers are strongly encouraged to print a fax confirmation sheet from their fax to verify documents were successfully faxed to OCCO.

Below are other important tips to help ensure your documents are successfully indexed into your eOPF for promotion board review. Please review each carefully.

- **Always include your name and PHS number at the top right corner of all sheets of all documents.**
- When possible, fax all documents for an individual officer at the same time. For instance, if submitting letters of appreciation, the Continuing Education Summary Sheet, and the CV, submit them all together as one fax transmission. **Include a fax cover sheet with name and PHS number that outlines what documents are included.**
- Do not fax your documents mixed in within another officer's documents. Each transmission should include only one individual officer's information.
- To avoid multiple copies in your eOPF, submit documents only once and allow 3-4 weeks for them to appear in the eOPF before re-sending or contacting OCCO.
- **Always submit the CV cover sheet and CV together as one document.** Only the most recent CV document is retained in the eOPF so if they come separately, the most recently submitted document will replace the other.
- Ensure that your CV is in the format recommended by your category.
- Use titles that correspond with the sections of the eOPF (example: Continuing Education Summary Sheet, Letter of Appreciation, CV, etc.).
- Do not wait until the deadline to submit documents to your eOPF. Submit them well in advance to allow receipt and indexing into your eOPF.

- Required licenses and certifications must be current at all time. A copy of your renewed license and/or certification must be received by the Licensure Project Coordinator before the current license or certification expires. Plan accordingly. No military restricted licenses will be accepted.

Proof of license/certification must be faxed directly to the Licensure Project Coordinator (ATTN: Licensure Coordinator) at 240-453-6142. Please do not fax your license/certification documents to the eOPF fax lines. Include your PHS number on all documents. You may refer to your PIR for your current licensure status. Questions may be directed to Ms. Betsy Darracott at 240-453-6037 or Helen.Darracott@hhs.gov.

- The 2011 Officer Statement (OS) must be faxed to the eOPF fax lines by the deadline. Though not related to the COER, it will be indexed in the COER section of the eOPF.
- The 2011 Reviewing Official Statement (ROS) must be submitted by your Reviewing Official through your Agency Liaison to OCCO by the deadline. Your Liaison will have a deadline by which it must be submitted to him/her. Though not related to the COER, it will be indexed in the COER section of the eOPF.
- 3-4 weeks after submitting documents to the eOPF and again after OCCO has indicated we have indexed all received documents, check to ensure that all documents are indexed in the correct section of the eOPF and are legible. Corrections may be sent to phsopffix@hhs.gov.

Please fax documents as early as possible, as the eOPF lines are extremely busy at the end of December.

NOTE: OCCO will NOT accept for inclusion in the eOPF:

- photographs
- publication reprints
- program agendas
- letters of recommendation, other than the Reviewing Official's Statement (ROS). Letters of appreciation or outside activity statements that contain any recommendation or expression of support for promotion or position will not be included in the eOPF.
- medical documentation, including immunization information
- physical fitness activity information
- clinical practice agreements
- award nominations

Officers should never fax compensation, medical, or awards documents to the eOPF fax lines. Compensation (SGLI, W-4, etc.) and medical documents must be sent to the Compensation Branch or Medical Affairs Branch, respectively. Once processed, the respective office will add appropriate documents to the eOPF. Non-PHS awards must be sent to the Awards Coordinator, who will add it to the eOPF once processed.

If an officer believes that his/her eOPF contains errors, email concerns to OCCO at phsopffix@hhs.gov.